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SUBJECT: Requirements and Controls Relating to Dissemination of Material
in Documents Branch, Office of Operations

59-416

Report by Requirements Branch, Office of Collection & Dissemination

The Problem:

1. a. To determine what channels and procedures should be followed by agencies which wish to request documents from the Documents Branch, Office of Operations.
- b. To determine what procedures should be followed to assure proper downgrading (or, if possible, to prevent overclassification initially) of documents which should be distributed to the Department of Commerce and other non-military agencies.

Findings and Discussion:

2. See Appendix A for Findings and Discussion on Problem 1.a, and Appendix B for Findings and Discussion on Problem 1.b.

Conclusions:

3. a. It is concluded with reference to Problem 1.a that:

(1) During the period of operation prior to its inclusion in CIG the Documents Branch necessarily became self sufficient in its procedures. Its present activities with respect to liaison with other agencies for ascertaining their requirements, the receiving of such requirements, the checking of other sources for the requested information, and the dissemination of intelligence and intelligence information are the delegated functions of OCD. Continuance of the above mentioned activities by the Documents Branch would result in undesirable and unnecessary duplications within CIG.

(2) A backlog of requests for about 2,000 items of information which has accumulated since 18 April 1946 cannot be effectively reduced in the normal course of work.

(3) A possible decision to discontinue the publication of accession lists does not appear to be advisable at this time, as considerable business is said to be generated therefrom.

(4) The Reference Branch, currently established in ORE, and which will apparently become the central reference library of CIG would appear to be the appropriate repository for English

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language documents of an intelligence nature now on file in the Documents Branch. Similarly, consideration should be given to the ultimate disposition of all Japanese documents of an intelligence nature after they have been processed within the Documents Branch.

b. (1) It is concluded with reference to Problem 1.b that the existing security policies at the Documents Branch are in substantial accord with Army and Navy security regulations, but that certain procedures should be established to effect the declassification and removal from the Documents Branch to appropriate civilian governmental agencies of certain classes of documents. It is considered particularly desirable that at the earliest practicable date enemy scientific and industrial information which does not have to be withheld for reasons of national security be made available to American industry through established governmental channels. Suggested procedures for accomplishing the declassification and removal from the Documents Branch of certain types of documents are outlined in the Recommendations hereinafter.

(2) It is considered that Army and Navy security regulations should be implemented by a special classification guide which would indicate the specific classifications that normally should be applied to certain types of information abstracted or translated from original documents. A proposed guide has been submitted informally by the Acting Chief, Documents Branch, and the Control Division, Requirements Branch has begun a study for the purpose of developing an approved guide through appropriate coordination within CIG and the State, War and Navy Departments.

Recommendations:

4. a. It is recommended with reference to Problem 1. a that:

(1) All agencies who have requested information or material from the Documents Branch be informed by letter that all future requests for such information or material are to be directed to OCD.

(2) The procedure of referring such requests to OCD be started at once by the Documents Branch with all requests which come to it henceforth.

(3) Standard operating procedures of the Requirements, Collection and Dissemination Branches, OCD, be followed within those branches with respect to all future requests for information or material from the Documents Branch.

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(4) The file of pending requests which constitute a backlog dating from April 1946 be further reviewed by the Documents Branch and returned to the senders with appropriate and specific explanations in each case for the inability or impracticability of complying with the particular request, and asking, where applicable, that the request be reconsidered on the basis of current urgent requirements, and that personal examination of documents be made if possible.

(5) Publication of accession lists be continued until further experience is gained regarding their worth in generating requirements requests.

(6) In order to eliminate insofar as possible future requests for non-essential and voluminous translations from documents listed in accession lists there be established a pre-requisite of personal examination of the document concerned prior to the submission of a formal request; and that such a requirement be inserted as a notice on all future accession lists.

(7) Arrangements be made to transfer all English language documents to the Reference Branch, ORE, as soon as that Branch is prepared to handle them.

(8) Consideration be given to planning for the ultimate disposition of all Japanese documents into the files of the Reference Branch after they have been processed within the Documents Branch.

b. It is recommended with reference to Problem 1.b that:

(1) That the Documents Branch, Office of Operations, be informed that:

a. The existing policy of segregating from documents received at the Documents Branch such documents as are clearly of an unclassified nature and of no intelligence interest, and sending such documents to the Library of Congress is satisfactory.

b. The existing policy of assigning a Restricted classification to original documents (in the Japanese or other foreign language) which are retained in the Documents Branch and assigning a classification appropriate to individual contents to abstracts and partial or complete translations of documents is satisfactory, provided overall principles set forth in Army and Navy security regulations are applied in assigning security classifications.

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c. The existing policy of classifying "Special" accession lists (on USSR and her satellites) as Secret and other accession lists as Restricted is satisfactory.

(2) That the Documents Branch be authorized to release to the Publications Board, Department of Commerce, one copy of each Japanese scientific and industrial journal in all cases where the Documents Branch has duplicate copies.

(3) a. That the Documents Branch undertake an examination of Japanese patents and segregate those patents which are primarily applicable to military use and prepare a brief English abstract of each such patent.

b. That the Documents Branch arrange with the Office of Technical Services, Department of Commerce, (the operating agency for the Publications Board) to have personnel of that office make English abstracts of those patents which have been segregated and initially determined to be not primarily applicable to military use.

c. That all abstracts prepared by Documents Branch personnel and by personnel of the Office of Technical Services be referred to the Office of Collection and Dissemination (attention Requirements Branch, Control Division) for coordination, where necessary, with the Joint Research & Development Board and appropriate offices within CIG and the War and Navy Departments, and determination as to which patents may be released to the Publications Board for subsequent transfer to the U. S. Patent Office.

(4) a. That the Office of Collection and Dissemination (through the Control Division of Requirements Branch) undertake a review of Documents Branch accession lists and abstracts of scientific and industrial documents (other than those encompassed in paragraphs 2 and 3 above) and after coordination, where necessary, with the Joint Research & Development Board and appropriate offices within CIG and the War and Navy Departments, reach a determination as to which of these documents may be released as unclassified to the Publications Board.

b. That the Office of Collection and Dissemination undertake a similar review of accession lists and abstracts of those documents which are not of a scientific or industrial nature so that such documents as are of an unclassified nature and of no intelligence interest may be sent to the Library of Congress; that coordination, where

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necessary, be had with appropriate offices within CIG and the State, War and Navy Departments.

(5) a. That accession lists classified no higher than Restricted be furnished to non-participating governmental agencies upon request thereby, when the general subject matter of the accession list is such as to indicate that the requesting agency has a legitimate interest therein.

b. That requests by non-participating agencies for documents listed on accession lists be accepted for prompt attention, placed in a deferred status or denied depending on the security eligibility of the requesting agency and the practicability of complying with the request in the light of the Documents Branch's workload in fulfilling the intelligence requirements of participating agencies.

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APPENDIX "A"

1. Prior to 18 April 1946, the Washington Document Center operated simply as a Document Center for the War and Navy Departments and performed no translating or research services. On the above mentioned date, it assumed the functions of translating and selecting material from documents for the purpose of compiling reports and disseminating the material to the Army, Navy, AAF, and State Department. In this capacity it operated as Section F-5 of ONI until 1 December 1946 when it was transferred to CIG as a part of ORE. After about a week in that status it was made the Documents Branch, Office of Operations, CIG and is currently operating as such.

2. During the period outlined above, the Documents Branch necessarily became self-contained in its procedures. It is now staffed with about 95 persons and a considerable increase is estimated as necessary to efficiently carry on current activities. Liaison activities are performed by three officers whose full time is occupied in ascertaining and presenting for consideration the requirements of using agencies and their subdivisions, and performing other liaison work. There are 41 customers who are listed in Annex A. The maximum amount of personal contact with the actual user is said to have been found desirable, and active contacts are being maintained. Whenever possible, conferences are arranged between translators and research personnel from using agencies in connection with requests for information

3. About 150 accession lists have been published in bibliographical form, of which between 20 and 25 are classified as Secret. The lists total about 200 items each. A fixed distribution has been prepared for each type accession list, as shown in Annex B. It was stated that experience with requirement requests shows that customers are interested in subjects rather than specific documents and consideration is being given to the idea of discontinuing the publication and distribution of accession lists. However, it is estimated that the current business of requirements requests is produced on an equal basis between the distribution of accession lists and the personal contacts of the liaison officers. On this premise it would appear advisable to continue publication of the accession lists until further experience of its value is ascertained.

4. Summaries, translations and research reports based on the contents of individual publications have been distributed to a total of 74 agencies and their subdivisions as shown in Annex C. A considerable portion of the operations of the Documents Branch consists of projects which require translation and the selection of information from documents for summarizing and embodying in reports concerning certain broad subject. A typical project now in process is one requested by ID, WDGS, for reports of industrial intelligence on USSR and Manchuria. Many ad hoc requirements are filled, as they are received, from information which has been obtained during the work on these projects.

5. Requirements submitted by using agencies are not reduced to any

Standard form, but are usually contained in memoranda. These requests are received by a Control Section, composed of one officer and two clerks, and they are reviewed by a panel composed of the Acting Chief, Documents Branch, the Executive Officer, The Control Officer and a Liaison Officer. This panel determines the priority which should be given to the request. If it appears that the request is more general than necessary and requires voluminous translation, the requesting agency is asked to examine the document and to reduce the request to specific items if practicable. In such cases, it is often possible to obtain the information desired by translated excerpts rather than translation of entire documents. When a request is received an investigation is first made of the possible existence of the desired information elsewhere than in the Documents Branch, before translation is started. Requests of agencies are checked with other agencies to determine whether they have similar requirements; this aids in setting priorities for requirements. Dissemination to War and Navy Departments is to G-2 and ONI, respectively, with the material earmarked for distribution to the interested branches.

6. Requests are received at a roughly estimated rate of about ten per day. There exists a current backlog of approximately 2,000 requested requirements which have accumulated since 18 April 1946. This backlog consists primarily of War and Navy Department and CIG requests. Efforts to dispose of these requests have been made in some cases through individual contacts with the agencies to ascertain if they still represent their current needs. The backlog, however, is still of considerable size, indicating that it will not be substantially reduced in the normal working procedures.

7. During the past year, incoming Japanese documents were received at the rate of about 50,000 per week. This flow dropped to a total of 192,000 during the past three months of 1946. Of this total, 1,200 were sent to the Library of Congress after a preliminary scanning. Upon receipt of documents, they are briefly scanned and segregated into three parts; (1) those of non-national intelligence value are sent to the Library of Congress, (2) those of low priority are stored, and (3) those of national intelligence value are placed in the Documents Branch files to be abstracted. The initial scanning is performed by two persons at the rate of about 300 documents per day per person. It is estimated that there are now in storage about 125,000 documents considered to be in the low priority group. The documents which are in the third category (Documents Branch files), are being abstracted currently. About 70,000 items have not as yet been placed on accession lists. There are on hand 219 filing cabinets containing English language intelligence information consisting of bulletins, interrogation reports, maps, etc. on the Far East, which were acquired from ATIS, JICPOA, PACMIRS, etc. This material has been screened for extracting what is needed by the Documents Branch, and a surplus of about 150 filing cabinets remain for appropriate disposition.

8. The desire of the Publications Board, Office of Technical Services, Department of Commerce, to make available to industry, as soon as possible,

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all material which is not considered to be of national intelligence value and proposed procedures for its accomplishment are dealt with in Appendix B of this report. The accomplishment of these proposals would eventually result in the removal of all documents of non-national intelligence value from the Documents Branch and their disposition in repositories to augment data on corresponding subjects in those repositories. The remaining material in WDC would eventually be reduced to that concerned only or principally with national intelligence and could then possibly be incorporated into the files of the Reference Branch, CIG.

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AGENCIES IN WASHINGTON WITH WHOM
ACTIVE LIAISON IS MAINTAINED

White House (Mr. Kerr)
State Dept. (Intelligence Acquisition & Dissemination)
Library of Congress
Smithsonian Institute
Dept. of Commerce (Publications Board)
Joint Army Navy Air Intelligence Division
Historical Division
Chemical Corps
Quartermaster General
Signal Corps
Corps of Engineers
Ordnance Department
Transportation Corps
Surgeon General
Army Air Forces
National War College
Intelligence Division
Executive Office of Secretary of the Navy
Office of Naval Research
Naval Research Laboratory
Naval Ordnance Laboratory
Naval Medical Research Institute
Bureau of Medicine & Surgery
Bureau of Ships
Bureau of Ordnance
Bureau of Aeronautics
Bureau of Yards & Docks
U. S. Marine Corps
Naval Communications Annex
Hydrographic Office
Office of Naval Intelligence
Sabotage Espionage Counter-subversion
Classified Operational Records Branch
Naval Intelligence, Foreign Branch
Operational Readiness Section
New Developments Requirements & Operational Evaluation
Politico-Military Affairs
Joint Logistics Plans Committee
Aerology Section
Electronics Sub-Section
Central Intelligence Group

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AGENCIES WHICH HAVE RECEIVED VARIOUS
WDC SUMMARIES, TRANSLATIONS AND OR RESEARCH REPORTS

White House (Mr. Kerr)
State Department (IAD)
State Department (FE-DRF)
Joint Army Navy Air Intelligence Division
U. S. Army Force Pacific
U. S. Army Force Pacific (Allied Translator and Interpreter Section)
U. S. Army Force Pacific Mid Pacific
U. S. Army Force Western Pacific
Army Advisory Group China (Formerly China Theater
Peiping Headquarters Group(
Alaskan Department
U. S. Forces European Theater
U. S. Strategic Bombing Survey
Joint Intelligence Staff
Historical Division, War Department General Staff
Army Service Forces
Chemical Corps
Quartermaster General
Signal Corps
Corps of Engineers
Ordnance Department
Transportation Corps
Surgeon General
Army Air Forces
Army Ground Forces
Industrial College Armed Forces
National War College
Naval War College
Armed Forces Staff College
Intelligence Division
 Intelligence Group
 Eurasian Branch
 Far Eastern Branch
 Topographical Branch
 Scientific Branch
 Special Document Section
 German Military Document Section, Attn: for FBI)
 Intelligence Library
 Captured Document Branch
 Dissemination Branch

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Commander in Chief Pacific
Commander Naval Forces Japan
Commander Naval Forces China
Commander Seventh Fleet
Commander Naval Forces Europe
Executive Office of Secretary of the Navy
Naval Research Laboratory
Office of Naval Research
Office of Research and Development
Bureau of Ships
Bureau of Ordnance
Bureau of Aeronautics
U. S. Marine Corps
Naval Communications Annex
Hydrographic Office
Office of Naval Intelligence
Security, Domestic Branch
Security, Espionage, Counter Subversion
Foreign Branch, ONI
Technical Intelligence Center
Euro-Asia Section, ONI
Far Eastern Section, ONI
Foreign Trade Section, ONI
Dissemination, ONI
Central European Desk, ONI
Special Section Operational Intelligence
Operational Intelligence
S. S. U. Liaison
Security Branch
ACNO Strategic Plans
Director Operational Readiness Section
ACNO Politic-Military Affairs
Aerology
Electronics Section

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APPENDIX "B"

1. As documents are received at the Documents Branch they are given a very cursory examination as to their contents. On the basis of this hasty examination, some documents are screened out as being of an unclassified nature and clearly of no intelligence interest; such documents are sent immediately to the Library of Congress. Out of 192,000 documents examined during the past three months, 1200 were sent to the Library of Congress. At the time of the initial screening a large number of documents are selected as being of no immediate intelligence interest and are placed in storage for possible future intelligence exploitation. The documents placed in storage are principally historical documents which are concerned with Japan and South East Asia. One hundred twenty-five thousand documents have been placed in storage. The documents other than those sent to storage and the Library of Congress are placed in the active working files of the Documents Branch and thereafter are reviewed for the preparation of abstracts and accession lists, and when necessary in connection with special individual requests or special projects are translated in whole or in part.

2. With the exception of the unclassified documents which are sent to the Library of Congress, all original, Japanese documents are assigned a Restricted classification when the documents are received and are so treated during their retention in the Documents Branch. However, no classification stamp is placed on the individual documents. After abstracts and partial or complete translations are made pursuant to individual requests or special projects conducted for the State, War or Navy Departments, the resultant material is classified (and appropriately stamped and safeguarded) according to the nature of the contents of the translated material and in conformance with certain established principles. For example, translations of material in connection with a project which is aimed at extracting, translating and collating all available material regarding certain industries in USSR are classified as Secret.

3. Accession lists are issued at irregular intervals under eleven general subject headings, e.g. Geographic, Political, Technical, Special (relating to USSR and her satellites). The "Special" lists are classified as Secret, and all others are classified as Restricted. The basis for classifying the "Special" lists as Secret, while the documents listed thereon are Restricted, is the fact that such an officially prepared list indicates our overall intelligence interests in the areas concerned and, therefore, deserves a Secret classification, whereas the individual documents deserve only a Restricted classification.

4. The existing classification policy stems from recommendations made by a committee of the Japanese Document Conference in January 1945. These recommendations (Annex A hereto) were not formally adopted by the Japanese Document Conference (so far as can be ascertain) and they have no force as a directive. G-2 and ONI representatives on the Washington Document Center adopted the recommendations as a guide and under the provisions of paragraph (3) of these recommendations, a general policy of classifying the great bulk of the material received at WDC as Restricted was adopted. The policy of

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classifying accession lists on documents concerning USSR and her satellites as secret was adopted by the Washington Document Center in April 1946 pursuant to an agreement reached between Colonel Blunda (Office of the Director of Intelligence, WDGS) and Colonel Bales (Marine Officer, representing the Office of Naval Intelligence). This policy has never been set forth in writing.

5. The only official War or Navy Department policy on classification of captured documents, other than overall classification policies in AR 380-5 and Navy Regulations 76, is contained in letter AG 312.1 (20 August 43) OB-S-B-M, dated 27 August 1943, subject: Classification of Captured Material; Information from Captured Documents and Interrogation of Prisoners. The cited AG letter (Annex B hereto) sets forth certain guides for classifying captured documents; it is considered that the existing classification policy at the Documents Branch is in substantial accord with the provisions of this letter.

6. It appears that a question might be raised as to the propriety of the policy of assigning a Restricted classification rather than a Confidential classification to the great bulk of the material at the Documents Branch. For example, some of the medical documents may contain highly important information on bacteriological warfare and this fact may not be discovered in the initial hasty screening upon the receipt of the document or even in the more detailed (but still somewhat cursory) examination in connection with the preparation of accession lists. In this connection, it is noted that the Documents Branch, Intelligence Division, WDGS (Which contains about 600 tons of German documents) automatically classifies all material as Confidential upon receipt and the material retains this classification until each document can be at least partially translated and examined in sufficient detail to determine whether it should have either a higher or a lower classification. The Intelligence Division, WDGS, does not expect any action to be taken to downgrade the German documents until about April 1947. The Intelligence Division's policy is to exploit the documents fully for strictly military purposes rather than divert personnel to the downgrading problem. It is expected that after the documents are exploited by the Intelligence Division, the Historical Division, WDSS, and other War Department agencies, they will be reviewed and processed for downgrading by specially qualified personnel who will operate on the WD Classified Documents Downgrading Committee.

7. The policy of applying a Restricted classification rather than a Confidential classification to the great bulk of the material at the Documents Branch, Office of Operations, was adopted primarily as an expedient, because sufficient safes to store Confidential material are not available. Of course, too, the very fact that the material is in the Japanese language provides a substantial amount of security. It is believed that there is no substantial danger in continuing the present classification policy regarding original documents. The important security requirements are covered by the existing policy of assigning appropriate classifications to translations and compilations of portions of certain original documents, when such portions are selected for intelligence exploitation.

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8. Executive Order 9604 dated 27 August 1945, announces that "It is the policy of this Government, subject to the requirements of National Military Security, that there shall be prompt, public, free and general dissemination of enemy scientific and industrial information". This Executive Order is an extension and amendment of Executive Order 9568, 9 June 1945, which prescribes overall policy and procedure for releasing to industry in an unclassified status scientific information which, theretofore, was classified for security reasons. Pursuant to the provisions of these orders, an interdepartmental board known as the Publications Board was established to receive scientific and industrial information which had been declassified by the War and Navy Departments and handle the dissemination of this information to industry and the general public.

9. Large numbers of German and Italian documents on scientific subjects have been furnished the Publications Board by the AAF and the Technical Services of the War and Navy Departments. These documents are not translated either by the furnishing agency or by the Publications Board but the Publications Board does prepare brief abstracts in English of the general subject matter of the document. Through bibliographies prepared by the Publications Board, companies or individuals select such documents as they desire and make arrangements to obtain photostatic or microfilm copies of the original documents. It is noted further that the Patent Office has already obtained for its files the German and Italian patents which were captured by our Forces.

10. The Publications Board is under pressure from American industry to effect the release to industry of such Japanese scientific information as is available. Further, the U. S. Patent Office has requested that all available Japanese patents be furnished to it. The Patent Office requires these patents in order to perform certain of its responsibilities.

11. Due to personnel limitations the Documents Branch has been unable to undertake the examination of scientific and industrial documents for purposes of declassification and release to the Publications Board. At present, 98 persons are on duty in the Documents Branch. The Acting Chief, Documents Branch, states that a considerable increase in personnel is necessary to enable the Branch to give reasonably prompt attention to the high priority translation and research requirements of the State, War and Navy Departments.

12. In view of the personnel problem, the Director, Office of Technical Services, U. S. Department of Commerce (which serves as the operating agency for the Publications Board) has offered to furnish personnel to prepare English abstracts of the contents of Japanese scientific and industrial journals and Japanese patents, after which the abstracts could be reviewed by CIG for decision as to which may be released as unclassified information to the Publications Board. Mr. Green said that the personnel whom he would furnish for abstracting scientific journals would actually be provided by U. S. industrial concerns such as the Chemical Abstracts Company (agency of the American chemical industry) but that he would be responsible for obtaining security clearance on them and that actually during the period of

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This assignment, they would function as temporary unpaid employees of the Office of Technical Services, Department of Commerce. He indicated that he may be able to furnish regular employees of the Office of Technical Services to make abstracts of the patents.

13. It is not believed that it would be desirable to concur in the proposal that representatives of American industry be authorized to work in the Documents Branch along the lines suggested by Mr. Green. Despite the security clearance which Mr. Green has offered to obtain for such personnel, it appears highly questionable as to whether security would be adequately safeguarded by permitting these persons such access to the Documents Branch as they would necessarily have in connection with this project.

14. The Office of Technical Services does have on its staff personnel who are Japanese linguists. If the Publications Board would agree to having such personnel perform certain phases of the job of preparing abstracts of Japanese patents, it is not believed that security would be jeopardized, provided certain safeguards described hereinafter were exercised.

15. The material at the Documents Branch which the Publications Board is especially desirous of obtaining consists principally of Japanese scientific and industrial journals and Japanese patents. In regard to the patents, qualified personnel of the Documents Branch should review them hastily and segregate such patents as appear to be designed for military application. In the conduct of this review the examiners should adhere to the following principles enunciated by the Joint Chiefs of Staff (JCS 1386 Series) in their memorandum to the Army-Navy Patent Advisory Board, dated 20 September 1945:

"The Joint Chiefs of Staff are of the opinion that there no longer exist any military reasons for withholding from issue patents on inventions which are generally applicable to civilian use, and they would therefore view with approval the release from Patent Office secrecy of all applications for patent except those which disclose inventions and service applications thereof, the usefulness of which is primarily military."

A brief summary of the patent appears on each Japanese patent paper. After selected Documents Branch personnel have removed such patents as appear to possibly deserve a security classification under the principles set forth above, the remaining patents could be made available to the Office of Technical Services for it to prepare English abstracts containing a summarized description of each patent. These patents should be abstracted by personnel of the Office of Technical Services and not by personnel loaned to the Office of Technical Services by private industrial concerns, inasmuch as the latter might take unfair advantage of the opportunity to obtain valuable scientific information for the benefit of a particular concern. The English abstracts which are prepared by personnel of the Office of Technical Services should be referred by the Documents Branch, Office of Operations, to the Office of Collection and Dissemination (attention: Requirements Branch, Control Division) for security review and coordination, if necessary, with

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technical experts of the military services or of the Joint Research & Development Board. Also, English abstracts of those patents which were removed by Documents Branch as possibly deserving a security classification should be prepared by Documents Branch personnel and referred to the Office of Collection & Dissemination for security review and further appropriate action. It is surmised that as a result of the suggested processing at least 90 percent of the patents could be culled out and sent to the Publications Board for subsequent filing in the U. S. Patent Office.

16. In regard to the Japanese scientific and industrial journals at the Documents Branch, there appears to be little or no reason why they should have even a Restricted classification, insofar as national security is concerned, -- even though some will probably be of intelligence interest, just as many other types of unclassified material are. These journals were publicly available in Japan. Hence, insofar as practicable without interfering with intelligence exploitation, they should be made available to the Publications Board.

17. The Acting Chief, Documents Branch, has estimated that there are duplicate copies of more than half of the Japanese scientific and industrial journals. In cases where there are duplicate copies, one copy could be furnished to the Publications Board, with the proviso that copies of abstracts or translations prepared by or under the auspices of the Publications Board be furnished the Documents Branch. Thereby the Documents Branch would be relieved of some of its workload.

18. Japanese Scientific and Industrial journals which are available in only a single copy probably should not be released by the Documents Branch, at least until CIG and participating agencies have had the opportunity of exploiting them for intelligence purposes. It is understood that accession lists devoted exclusively to a listing of Japanese scientific and industrial journals will be issued by the Documents Branch. When these lists are issued the recipients thereof could be queried not only as to their desires concerning the translation in whole or in part of any specific documents included thereon and the urgency of their needs in this regard, but also as to whether they interpose any objection to having any of the documents (concerning which they do not indicate an immediate intelligence interest) released by the Documents Branch to the Publications Board for filing in the Library of Congress and general public use. The foregoing procedure might afford a practical method of complying promptly with Executive Order 9604 (quoted in part, in paragraph 8 hereof). However, this procedure might interfere somewhat with proper intelligence exploitation of this material. Hence, in the light of the various considerations involved, it is believed that it would be preferable to defer until after the intelligence agencies have had adequate opportunity to exploit this material any action to remove from the Documents Branch those scientific and industrial journals which are available in only a single copy.

19. In addition to the Japanese patents and scientific and industrial journals, the Documents Branch has rather substantial quantities of various kinds of scientific and industrial documents. Although the Director, Office of Technical Services, has stated that American industry is principally

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interested in the patents and the scientific and industrial journals, action should be taken to remove from the Documents Branch those documents which do not indicate from their general contents a reasonable expectancy that they will be useful as intelligence material. It is believed that it would be practicable for the Control Division of the Requirements Branch, Office of Collection and Dissemination, to undertake a review of Documents Branch accession lists and abstracts of scientific and industrial documents and after coordination, where necessary, with Joint Research & Development Board and with appropriate offices within CIG and the War and Navy Departments, reach a determination as to which of these documents may properly be released to the Publications Board.

20. It is believed that a procedure similar to that described in the preceding paragraph should be followed in order to effect the removal from the Documents Branch and delivery to the Library of Congress of those documents which are not of a scientific or industrial nature and which are not of a classified nature and are of no intelligence interest. Coordination, where necessary, should be had with appropriate offices within CIG and the State, War and Navy Departments.

21. The action proposed for the Control Division of the Requirements Branch, Office of Collection and Dissemination, appears appropriate in pursuance of the following approved functions of the Control Division: "In close coordination with the Office of Reports & Estimates and the Office of Security 1) establishes classification procedure and, when necessary, examines and assigns appropriate security classification to items of CIG intelligence, and 2) reviews disseminated items of CIG intelligence and downgrades or declassifies them as conditions permit."

22. The release of Documents Branch material to CIG participating agencies is not impeded by any security problems, regardless of what classification the material may have. The release of certain unclassified material to the Publications Board and to the Library of Congress has been discussed in the preceding portions of this memorandum. There remains the question of handling requests for documents which have to remain classified when such requests are received from governmental agencies other than CIG participating agencies.

23. It is believed that there should be no objection to furnishing Restricted accession lists to such governmental agencies as may request them. When non-participating governmental agencies request translations of classified Japanese documents which are listed on accession lists, these requests should be processed in the same manner as requests which such agencies may submit for other types of CIG material. Determination will have to be made as to the eligibility of the agency concerned from a security standpoint, to receive material of the particular classification. Also, the urgency and importance of the request will have to be considered in determining priority to be accorded the request.

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ANNEX A TO APPENDIX B

RECOMMENDATIONS: (By Committee "I", Japanese Document Conference)

General Classification of Documents.

1. That captured documents not be required to receive any classification until after their removal from forward combat areas, but that all field commanders be instructed to issue necessary orders to guard all captured documents against souveniring, accidental destruction, or recapture until their delivery to higher headquarters for processing.

2. a. That all captured documents be handled as Confidential from the earliest practicable moment and, when translated, be marked as Confidential.

b. That documents whose contents warrant Secret or Top Secret classification (i.e., cryptographic material, enemy plans, etc.) be given the higher classification at the earliest state of processing where an appraisal of the contents shows justification therefor.

c. That documents having no military value be classified Restricted or, if given as souvenirs, be designated as unclassified by an authorized officer, normally in the translating agency.

d. That AG 312.1 (20 Aug 43) OB-S-B-M 27 August 1943, subject: Classification of Captured Materiel; Information from Captured Documents and Interrogation of Prisoners, be revised to define the requirements for the classification of captured documents, containing information of Top Secret, Secret, Confidential, or Restricted classification, or information of no classification at all.

e. That in view of the great bulk of the material all documents of Confidential classification or below not be required to receive individual marking, but only their containers; but that documents of higher classification be individually marked Secret or Top Secret at the moment when they are given such classification.

3. That any agency desiring to use a classification lower than Confidential for certain general classes of documents do so by agreement with all other theaters and agencies concerned.